

Defense Travel System

DTS Guide 5: Group Authorizations

August 11, 2017

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	08/11/17	Defense Travel Management Office (DTMO)	New Guide	All

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1 GROUP AUTHORIZATIONS FOR UP TO 9 TRAVELERS

When two or more people travel to the same TDY location, you can enter and approve their travel details on one authorization when using DTS. The purpose of a group authorization is to enter and approve as much information as possible for all travelers on one document, yet allow each traveler in the group to create their own voucher after the TDY.

Anyone who has group access to all travelers can create the group authorization, and must identify an individual who is traveling with the group as the Primary Traveler. Many of the steps shown in this chapter are identical to those discussed in Chapter 2.

1.1 Group Authorization Process Overview

Your local business rules determine how group movements are authorized. The sequence below identifies typical steps you use to create a group authorization for groups of less than ten travelers.

1. You will:
 - a. Create the itinerary
 - b. Identify the travelers
 - c. Select the preferred reservations
 - d. Email reservation requests through DTS
 - e. Identify all lines of accounting (LOAs)
 - f. Distribute costs
 - g. Justify pre-audit flags
 - h. Stamp the document <SIGNED>
 - i. (If necessary) adjust or amend the document to reflect the actual costs returned by the Travel Management Company (TMC; formerly known as the Commercial Travel Office (CTO); DTS still refers to the CTO instead of the TMC)).
2. The TMC books the reservations and sends an e-mail to the primary traveler with the reservation information and costs.
3. DTS routes the group authorization to the Authorizing Official (AO) for approval.
4. The AO applies the APPROVED stamp to the group authorization.
5. The group authorization spawns individual authorizations that appear as view-only in each traveler's document list. The primary traveler may make amendments as necessary to the group authorization.
6. If the AO approves an amendment in the group authorization, the change updates in the individual authorizations.
7. The primary traveler may lock the group authorization after all amendments are complete. If the primary traveler fails to lock the group authorization, DTS automatically locks the group authorization three days after the trip end date.
8. Travelers may make amendments to their individual authorizations.
9. Travelers create individual vouchers.
10. The Group Authorization Process Flow is shown in Figure 3-1.

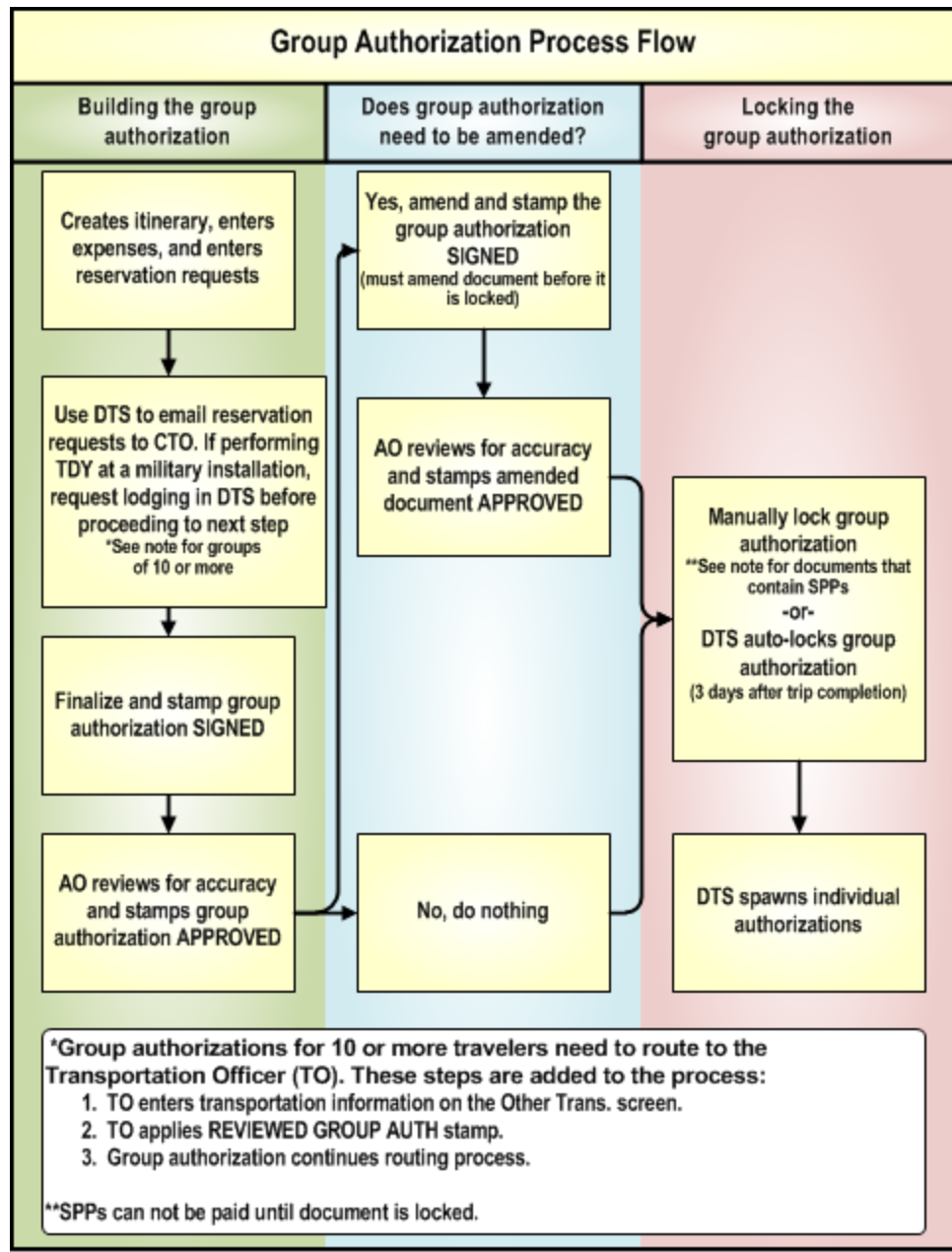


Figure 3-1: Group Authorization Process Flow

1.2 Create a Group Authorization

Many steps in creating a group authorization are the same as those used to create an authorization. The main differences are:

1. Select travelers. In this step, you identify the total number of travelers. See Section 3.2.2 for details about DTS Travel Teams.
2. Request reservations. When you request reservations in a group authorization, the reservations are always booked outside of DTS,. Who books the reservations depends on the number of travelers. Local business rules should be observed when requesting reservations for a group.
3. If you are at a site that does not have connectivity to the TMC, you must communicate with the travel office by telephone, fax, or email to request the reservations. The TMC books the reservations and contacts you with the details that you will enter in DTS.
4. Beginning on the DTS User Welcome screen (Figure 3-2), follow the below steps to create a group authorization:

Logged In As: Eric T West [Help for this screen](#)

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[Logoff](#)

Official Travel ▼ Official Travel - Others ▼ Traveler Setup Administrative ▼

Welcome Eric T West

Organization: TDZ16DTMO

Org Access:

Group Access:

Permission:

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Welcome to DTS!

[Back to Top](#)

Figure 3-2: DTS User Welcome Screen

1. Mouse over **Official Travel** on the menu bar.
2. Select **Group Authorizations/Orders** from the drop-down list.

The Group Authorizations/Travel Orders screen opens (Figure 3-3).

Logged In As: [Eric T. West](#) Document Type: Group Authorization Screen ID: 1001.2 Close Window
 Traveler Name: [Eric T. West](#) Help for this screen

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Official Travel
 Authorizations Vouchers Local Vouchers **Group Authorizations**

Current Date: 07-11-2016

Group Authorizations / Travel Orders

Below is a list of group travel authorizations / orders. Please select the function (Edit, Print, etc.) corresponding to the appropriate group authorization / order.

[Create New Group Authorization / Order](#)

Existing Group Authorizations / Orders

Show entries

Document Name	Departure Date	Status	TA Number	View / Edit	Print	Lock Group	Amend
EWBOSTONMA072516_G01	07/25/16	SIGNED		View / Edit	Print		

Showing 1 to 1 of 1 entries

Previous **1** Next

Show Inactive Documents : ☐

Figure 3-3: Group Authorizations/Travel Orders Screen

Table 3-1: Authorizations/Travel Orders Screen Description

AUTHORIZATIONS/TRAVEL ORDERS SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Document Name (Select Sort by link to place documents in alphabetical order.)	Label created for a group authorization using your initials, destination location, date of departure, and _G01 suffix (EWNORFOLVA061515_G01) indicating the document is a group authorization. The -01 indicates document is an amendment to group authorization. After the group authorization has been approved the document name displays as a link. The link opens the Traveler List screen.
Departure Date (Select Sort by link to place documents in descending order by date.)	Indicates the trip start date for the group authorization.
Status (Select Sort by link to place documents in order by status.)	The name of the last stamp that was applied to the document.
TA Number (Select Sort by link to place documents in alphabetical order by TANUM.)	Travel authorization numbers for your document.
View/Edit	Displays ways to edit or view a document. <ul style="list-style-type: none"> View - The document has either been approved by the AO or the group authorization has been locked (only individual authorizations are available to edit). Edit - The group authorization is not yet signed and may still be adjusted. If view/edit displays, the document has already been signed, but not yet approved; it is still available for adjustment.
Print	Link used to print a copy of the traveler's individual authorization in plain text format.
Lock Group	Column displays one of three links or statuses: <ul style="list-style-type: none"> Remove indicates that the document has not been signed. Selecting the link deletes group authorization. Lock Group indicates individual authorizations have not yet been made available for the travelers to edit. Selecting the link allows amendments and vouchers to be made from the traveler's authorization. Group Locked indicates that the individual authorizations have been made available to travelers and that the group authorization is no longer available to edit.
Amend	Displays the amend link. When amend displays, the AO has approved the group authorization. Selecting amend opens the Create Amendment screen that allows the group authorization to be edited.

3. Select **Create New Group Authorization/Order**.

A pop-up window opens (Figure 3-4), and recommends review of DTS training material for GroupTravel.

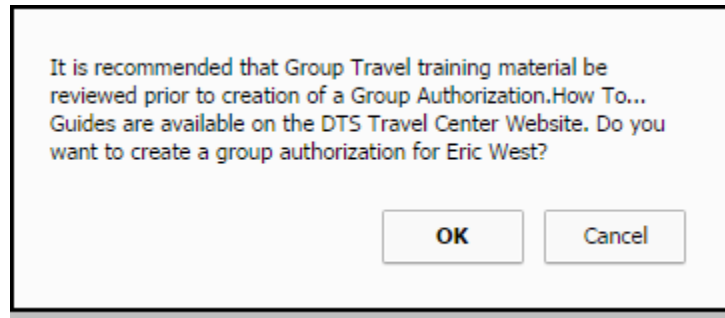


Figure 3-4: Create Group Authorization Pop-Up Window

4. Select **OK**.

1.3 Enter Itinerary Information

Start the group authorization by completing the Trip Overview screen (Figure 3-5). This screen is completed as if you were creating an individual authorization.

Logged In As: [Eric T West](#) Document Type: Group Authorization Screen ID: 1151.1 [Close window](#)
 Traveler Name: [Eric T West](#) [Help for this screen](#)

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Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about the group starting and ending locations (usually the primary travelers home or duty station) and the group TDY locations for per diem purposes. You will be able to add others to the travel group after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A The group is leaving from - (Where the group will be working):

*Starting Point: *VA

Starting locations in profile:

*Departing On:
 (mm/dd/yyyy)

*Trip Type: *Trip Purpose:

Trip Description:

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial Air Rail Rental Car Other Time:
☒ ☐ ☐ ☐

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C The group TDY location is - (Where the group will be working):

*Location 1:

*Arriving On:
 (mm/dd/yyyy)

*Departing On:
 (mm/dd/yyyy)

Location Tools:
 Search By:

D At this location I will need
 Rental Car
☐

E Will the group be traveling to another TDY location?

Figure 3-5: Trip Overview - Itinerary Screen

2. Select **Save Selected Travelers to Group** at the bottom of the screen.

The names you chose displays on the right side of the screen. Select **Remove** to remove a name from the group authorization.

If this is the first time anyone has had a document created in DTS, a prompt will appear to update their profile(s).

3. Select the **Routing List** drop-down list on the right side of the screen and choose the appropriate routing list.
4. Complete the **Total Traveler(s)** field with the number of travelers traveling on the group authorization.

Note: The **Total Traveler(s)** field will fill in automatically. If eight travelers will be traveling, but you only have six names, enter "8" in the **Total Traveler(s)** box. The number "2" will display in the **Undefined Travelers** field. It is possible to create a group authorization that contains undefined travelers, but you must identify all travelers before the AO may approve the authorization.

5. Select the **radio button** next to the name of the person who will serve as the primary traveler (if other than indicated by the asterisk in the Primary column).
6. Select **Proceed**.

1.5 Request Air Reservations

If you indicate you need air reservations, the Travel module will open for the type indicated (Figure 3- 7). For further guidance on the Travel module, see Chapter 2, Section 2.6 of this manual.

If you will be flying, you must select air reservations for the entire team. After you select the air reservations, DTS will send an email to your TMC requesting the reservations.

Although the interaction with DTS has the same look and feel as adding reservations to an authorization, you are only identifying preferences.

Logged In As: [Eric T West](#) Document Name: EWSHEPPARDAFB041116_G01 Screen ID: 1094.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Group Authorization [Help for this screen](#)

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[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

Air Travel

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):

* Arrival Airport (or city, state):

* Arrival or Departure:

Show Alternate Airports: ☐

Search

Air Travel

Please select flights for SPS - Wichita Falls Municipal/Sheppard AFB to DCA - Washington Ronald Reagan National Apt departing on 04/25/2016 [Skip This Flight](#)

GROUP MOVEMENT REQUEST:

AIR: \$377.60
 DCA-Washington Ronald Reagan National Ap to SPS-Wichita Falls Municipal/Sheppard AFB : 04/11/16 05:38 AM Arrive: 09:46 AM

RENTAL CAR: \$0.00

LODGING: \$0.00

GSA Contract w/ Limited Availability [GSA Contract Airfare](#) [Other Gov't Airfare](#) [Other Airfare](#) [AltGSA](#)

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☒ Default

\$381.60 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

[Class: GCADCA](#) [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

American Airlines 2861	05:27 AM Depart SPS - Wichita Falls Municipal/Sheppard AFB 06:19 AM Arrive DFW - Dallas/Fort Worth International Apt	Mon 25-Apr-16	Flying Time: 52min Lay-over Time: 1h 11min
	Equipment ER4 Operated by EXPRESSJET AS AMERICAN EAGLE		
American Airlines 1104	07:30 AM Depart DFW - Dallas/Fort Worth International Apt 11:55 AM Arrive LGA - New York La Guardia Apt	Mon 25-Apr-16	Flying Time: 3h 25min Lay-over Time: 1h 5min
	Equipment 738		
American Airlines 2154	01:00 PM Depart LGA - New York La Guardia Apt 02:20 PM Arrive DCA - Washington Ronald Reagan National Apt	Mon 25-Apr-16	Flying Time: 1h 20min
	Equipment 590		

Figure 3-7: Travel Module - Air

1.6 Request Lodging Reservations

Based on the TDY location you entered on the Trip Overview screen, DTS displays appropriate lodging recommendations based on JTR requirements. Refer to the JTR, Appendix X regarding the DoD Integrated Lodging Program Pilot (ILPP).

Access the Lodging module by selecting **Travel** on the navigation bar, and choose **Lodging**.

Logged In As: [Eric T West](#) Document Name: EWNEWPORTNEWS060616_A01 Screen ID: 1051.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car **Lodging** Other Transportation Summary

[RETURN TO LIST](#)

Lodging

[Modify Search](#)

Please Note: A Red Star (*) indicates a field is required.

* Check-in Date:
06/06/2016

* Check-Out Date:
06/21/2016

Select By:
TDY Location

* City / TDY Location:
NEWPORT NEWS, VA

[Search](#)

**Select Lodging for NEWPORT NEWS
from 06/06/2016 through
06/21/2016**

[Decline Commercial DoD Preferred](#)

RESERVATIONS SUMMARY:

LODGING: \$0.00

Govt DoD Govt Privatized Commercial DoD Preferred Commercial Fire Safety Act Compliant Commercial Other Published Rates

Sort By: ☒ Distance ☐ Rate Range ☐ Hotel Name

Lodging Rate Allowed is \$80.00 in NEWPORT NEWS, VA


\$76.00 - \$139.00	Rate Range	Additional Hotel Information		Select Hotel
	Comfort Inn 12330 Jefferson Ave Newport News VA, 23602	Phone: 757/249-0200 Fax: 757/249-4736 Toll Free: 800/228-5150	DoD Preferred Lodging FEMA Approved	Approx. Distance: 6 Miles

\$80.00 - \$186.00	Rate Range	Additional Hotel Information		Select Hotel
	Country Inn & Suites By Carlson Newport News S 1069 J Clyde Morris Blvd Newport News VA, 23602	Phone: 757/327-0722 Fax: 757/327-0723	DoD Preferred Lodging FEMA Approved	Approx. Distance: 8 Miles

Figure 3-8: Lodging Screen-DoD Lodging

For more information on Lodging, refer to Chapter 2, par. 2.6.4. After completing the reservation process, the Trip Summary screen opens (Figure 3-9). In the top right corner of the Trip Summary screen there are two links that may be used to e-mail or print the itinerary.

Logged In As: [Eric T West](#) Document Name: EWNEWPORTNEWS060616_A01 Screen ID: 1200.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)


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[Lodging](#)
[Other Transportation](#)
[Summary](#)

Trip Summary

[Email this Itinerary](#)
[Print this Itinerary](#)

[Payment Information](#)
[Final Trip Itinerary](#)

Air Travel Payment Summary: [Add New Flight](#)
Rental Car Payment Summary: [Add New Rental Car](#)
Lodging Payment Summary: [Add New Lodging](#)

\$1,200.00	Estimated Total Cost (Excluding Taxes & Fees)	Rate: \$80.00 / Night	View Lodging Details		
	Country Inn & Suites By Frequent Guest #:	Special Requests	Check In: Mon 06/06/2016	Check Out: Tue 06/21/2016	
	--Please Select--				Cancel
	Frequent Flyer #:				
--Please Select--					
*Type: (Required)	GOVCC	Method of Reimbursement:	GOVCC		

Rail Payment Summary: [Add New Rail](#)
Other Ticketed Transportation: [Add New Ticketed Transportation](#)

[Change TDY Location](#)
[Save and Continue](#)

Proceed to the following page: [Expense - Non-Mileage](#) [Continue](#)

Figure 3-9: Trip Summary Screen

1.7 Expenses

Enter all expenses that the group will share. You will distribute expense costs among the group members, before you sign the authorization.

1.8 Lines of Accounting

Your authorization must have correct lines of accounting (LOA). You can add a LOA by going to the accounting screen. The LOA is not required when you create the group authorization; but, the AO cannot approve the document until the LOA is applied. For further guidance on LOAs, see Chapter 2, Section 2.8 of this manual.

1.9 Additional Options

The Additional Options module in DTS allows you to perform actions pertaining to Group Traveler, Profile, Partial Payments, and Advances. These features display on the sub-navigation bar.

1.9.1 Group Travelers

Travelers that are listed on the group authorization, can be viewed on the Group Travel Selection screen. More information on using this screen to add travelers, change the routing list, edit the total number of travelers, and remove selected travelers is located in Section 3.2.2.

1.9.2 Profile

This screen allows you to update the personal profile for any member of the group.

1.9.3 Scheduled Partial Payments (SPPs)

If your TDY will exceed 45 days, you can request partial payments before the trip is complete. The SPP feature sets up payments every 30 days for the expenses claimed on the authorization. SPPs requested on the initial group authorization will affect only the primary traveler. Other travelers who wish to request SPPs must wait until the AO approves the group authorization. Each traveler will receive an individual authorization that can be amended to request SPPs.

1.9.4 Non-ATM Advances

Non-ATM advances are not permitted for group authorizations.

1.10 Review and Sign

To review and sign a group authorization, you need to review each of the sections shown below before signing the document.

- Distributions
- Preview
- Other Auths.
- Pre-Audit
- Digital Signature

1.10.1 Distributions

The Distributions screen provides access to the Cost Distribution section (Figure 3-10). This screen allows you to view and update the cost distribution of mileage and non-mileage expenses or ticketed transportation costs. All items in the group authorization that have a dollar amount can be distributed to individual travelers. The distribution of expenses is required before the AO approves the group authorization.

Logged In As: [Eric T West](#) Document Name: EWSHEPPARDAFB062215_G01 Screen ID: 1401.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Group Authorization [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Distributions Preview Other Auths. Pre-Audit Digital Signature

[RETURN TO LIST](#)

Cost Distribution

This page is for the cost distribution of the entered Expenses (Mileage & Non-Mileage), Travel (Ticketed Transportation), and Lodging and M&IE.

The Expense Summary on the right lists the related Expenses and Travel for this Group Travel Trip that REQUIRE DISTRIBUTION.

The following explains the Expense Summary on the right:

Expenses
 Travel - Display related Ticketed Transportation
 Mileage & Non-Mileage Exp - Display related expenses
 Lodging / M&IE - Display related Lodging & M&IE

Include Distributed
 No > Select this option to display ONLY those items that REQUIRE DISTRIBUTION
 Yes > Select this option to display all (regardless of distribution status).

Result List
 List of Travel, Mileage and Non-Mileage Expenses, and Lodging and M&IE. The list will be grouped by those items that REQUIRE DISTRIBUTION and those items that are DISTRIBUTED.

Select the "Edit" or "View" link next to the item in the results list to edit the distributions or review the distribution.

Expenses Summary

Include the following:

☒ Travel ☒ Mileage & Non-Mileage Exp.
☒ Lodging / M&IE

Include Distributed? ☒ No ☐ Yes

Cost shown in black are original amounts. Cost shown in (red) are the remaining undistributed amounts.

Undistributed Expenses:

	Expense Type	Date	Cost	Method
Edit	Comm Air (Indiv Bill)	06/22/2015	\$305.60 (\$305.60)	
Edit	Comm Air (Indiv Bill)	06/30/2015	\$414.60 (\$414.60)	
View	Lodging / M&IE	06/22/2015	\$300.00/ \$172.50 (\$60.00/ \$6.90)	Equal
View	Lodging / M&IE	06/23/2015	\$300.00/ \$165.00 (\$60.00/ \$6.60)	Equal
View	Lodging / M&IE	06/24/2015	\$300.00/ \$165.00 (\$60.00/ \$6.60)	Equal
View	Lodging / M&IE	06/25/2015	\$300.00/ \$165.00 (\$60.00/ \$6.60)	Equal
View	Lodging / M&IE	06/26/2015	\$300.00/ \$165.00 (\$60.00/ \$6.60)	Equal
View	Lodging / M&IE	06/27/2015	\$300.00/ \$165.00 (\$60.00/ \$6.60)	Equal
View	Lodging / M&IE	06/28/2015	\$300.00/ \$165.00 (\$60.00/ \$6.60)	Equal
View	Lodging / M&IE	06/29/2015	\$300.00/ \$94.25 (\$60.00/ \$3.77)	Equal
View	Lodging / M&IE	06/30/2015	\$0.00/ \$172.50 (\$0.00/ \$6.90)	Equal

Proceed to the following page: [Preview](#) [Continue](#)

Figure 3-10: Distributions Screen

The Distributions screen is divided into two sections. The Cost Distribution section on the left side of the screen explains the options available in the Expenses Summary on the right.

The data elements that can be displayed in the Expenses Summary are shown at the top of the Expenses Summary section. DTS defaults to the *No* radio button, meaning that only undistributed expenses display. You may select the *Yes* radio button to see all expenses that have been distributed.

Once an expense has been distributed, DTS automatically moves it to

Distributed Expenses. To distribute an expense, follow the below steps:

1. Select **Edit** to the left of the expense name.

The expense you select opens on the left side in the **Cost Distribution** section (Figure 3-11).

Logged In As: [Eric T West](#) Document Name: EWSHEPPARDAFB062215_G01 Screen ID: 1401.2 Close Window
 Traveler Name: [Eric T West](#) Document Type: Group Authorization Help for this screen

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Itinerary Travel Expenses Accounting Additional Options Review/Sign
 Distributions Preview Other Auths. Pre-Audit Digital Signature

[RETURN TO LIST](#)

Cost Distribution

The following is a list of travelers that currently have distributed costs. Select the distribution method to be used, distribute the cost, and click the Save button at the bottom of the screen.

Selected Expense: Pvt Auto-Terminal for 06/30/2015
 Cost: \$57.50
 Distribution Method: [--Select One--](#)
 Distribute to All Travelers: ☐

[Calculate Total](#) Total Distributed: \$0.00
 Total Undistributed: \$57.50
 Total Travelers: 0

Mouse over the travelers name to see their pay grade and SSN.
 *** indicates the primary traveler (Eric West).

Name	Cost	Name	Cost
West, Eric***		WEST, ERIC	
West, Chris		ARMYA, HELEN	
Washington, George			

[Calculate Total](#) Total Distributed: \$0.00
 Total Undistributed: \$57.50
 Total Travelers: 0

[Save Distribution](#)

Expenses Summary

Include the following:

☒ Travel ☒ Mileage & Non-Mileage Exp.
☒ Lodging / M&IE

Include Distributed? ☐ No ☒ Yes

Cost shown in black are original amounts. Cost shown in (red) are the remaining undistributed amounts.

Undistributed Expenses:

Expense Type	Date	Cost	Method
Edit Comm Air (Indiv Bill)	06/22/2015	\$305.60 (\$305.60)	
Edit Pvt Auto-Terminal	06/30/2015	\$57.50 (\$57.50)	
Edit Hotel Sales Tax	06/22/2015	\$25.00 (\$25.00)	
Edit Parking - TDY/TAD	06/22/2015	\$25.00 (\$25.00)	
View Lodging / M&IE	06/22/2015	\$360.00/ \$207.00 (\$60.00/ \$5.75)	Equal
View Lodging / M&IE	06/23/2015	\$360.00/ \$198.00 (\$60.00/ \$5.50)	Equal
View Lodging / M&IE	06/24/2015	\$360.00/ \$198.00 (\$60.00/ \$5.50)	Equal
View Lodging / M&IE	06/25/2015	\$360.00/ \$198.00 (\$60.00/ \$5.50)	Equal
View Lodging / M&IE	06/26/2015	\$360.00/ \$198.00 (\$60.00/ \$5.50)	Equal
View Lodging / M&IE	06/27/2015	\$360.00/ \$198.00 (\$60.00/ \$5.50)	Equal
View Lodging / M&IE	06/28/2015	\$360.00/ \$198.00 (\$60.00/ \$5.50)	Equal
View Lodging / M&IE	06/29/2015	\$360.00/ \$113.10 (\$60.00/ \$3.14)	Equal
View Lodging / M&IE	06/30/2015	\$0.00/ \$207.00 (\$0.00/ \$5.75)	Equal

Distributed Expenses:

Expense Type	Date	Cost	Method
Edit Comm Air (Indiv Bill)	06/30/2015	\$414.60	Equal

Proceed to the following page: [Preview](#) [Continue](#)

Figure 3-11: Cost Distribution Screen

2. Select the **Distribution Method** drop-down list arrow and choose the method of distribution.
3. Place a check in the **Distribute to All Travelers** box if each traveler will be allocated a portion of the expense. Although this box is visible regardless the distribution method, you can only place a check in the box if you choose **Equal** or **Amount**.


The screen refreshes and allows use of the selected allocation method. The fields and boxes next to the traveler's names specify the method selected.

4. Place a check in the **box** to the left of the name of each traveler who is responsible for paying the selected expense, to distribute by the **Equal** or by the **Single Traveler** method.
-OR-
Complete the **Cost** field with the dollar amount each will pay
-OR-
Complete the **Percent** field with the percentage each will pay.
5. Select **Save Distribution**.
6. Repeat the above steps until all expenses are distributed.

1.10.2 Preview Trip

The Preview Trip screen allows you to review the travel data. You may enter comments for anyone in the routing chain to review. Select **Preview** from the subnavigation bar. The Preview Trip screen opens (Figure 3-12).

Logged In As: Eric T West	Document Name: EWSHEPPARDAFB062215_G01	Screen ID: 1064.7	Close Window
Traveler Name: Eric T West	Document Type: Group Authorization	Help for this screen	


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[Review/Sign](#)

[Distributions](#)
[Preview](#)
[Other Auths.](#)
[Pre-Audit](#)
[Digital Signature](#)

[Print Document](#)

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:	<input type="text"/>
------------	----------------------

Document Comments

Comments to the Approving Official:	<div></div>
Comments from the Travel Agent:	

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type:	AA-ROUTINE TDY/TAD
Trip Purpose:	TRAINING ATTENDANCE
Trip Description:	
Conference/Event Name:	Not Applicable

Overall Starting Point Time Zone: EST (06)

Itinerary: Edit	Leave From:	Warrenton, VA
	Leave:	22-Jun-15

Location 1 - SHEPPARD AFB, TX Time Zone: CST (07)

Itinerary: Edit	Leave From:	SHEPPARD AFB, TX
	TDY/TAD Location:	SHEPPARD AFB, TX
	Arrive:	22-Jun-15
	Leave:	30-Jun-15

Figure 3-12: Preview Trip Screen - Top

The Preview Trip screen in a group authorization is the same as the Preview Trip screen in an individual traveler's authorization. See Chapter 2, Section 2.10.1 of this manual for instructions on how to review the travel data and enter any required comments.

1.10.3 Other Authorizations

If you need to make remarks, you will make them on the Other Authorizations screen (Figure 3-13). See Chapter 2, Section 2.10.2 of this manual for guidance on entering remarks and adding other authorizations.

Logged In As: [Eric T West](#) Document Name: EWSHEPPARDAFB062215_G01 Screen ID: 1040.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Group Authorization [Help for this screen](#)

Defense Travel System
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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Distributions Preview **Other Auths.** Pre-Audit Digital Signature

[RETURN TO LIST](#)

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

➤ [Add Additional Authorizations For This Trip](#)

Other Authorizations			
	Other Authorization	Remarks	Remove
1	EXCESS BAGGAGE	EXCESS BAGGAGE <input type="text"/>	➤ remove

[Save and Proceed to Pre-Audits](#)

Proceed to the following page: [Pre-Audit](#) [Continue](#)

Figure 3-13: Other Authorizations Screen

1.10.4 Pre-Audit Trip

The Pre-Audit Trip screen displays any items that require justification (Figure 3-14). Advisory notices are shown to bring attention to certain items, but do not require explanations. You must enter justifications before DTS will allow you to sign the authorization.

Logged In As: [Eric T West](#)

Document Name: EWSHEPPARDAFB062215_G01


Screen ID: 1043.1

[Close Window](#)

Traveler Name: [Eric T West](#)

Document Type: Group Authorization

[Help for this screen](#)

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[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Distributions](#) [Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

[RETURN TO LIST](#)

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

2 Items have been Flagged in this Travel Document

	Reason Flagged	Item Description	* Justification to Approving Official <Help>
1.	→ GOVT MEALS NOT USED	→ GOVT MEALS (lunch) FOR SHEPPARD AFB NOT USED	<div>Justification for pre-audit flag goes here.</div>
2.	→ TRAVEL MODES	→ PAT EXCEEDS THRESHOLD - \$57.50	<div>Justification for transportation mode goes here.</div>

[Save And Proceed To Digital Signature](#)

Figure 3-14: Pre-Audit Trip Screen

1.10.5 Digital Signature

The final step is to digitally sign the document on the Digital Signature screen (Figure 3-15). The default stamp is SIGNED. See Chapter 2, Section 2.10.4 of this manual for guidance on the digital signature process.

Logged In As: [Eric T West](#) Document Name: EWSHEPPARDAFB062215_G01 Screen ID: 1059.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Group Authorization [Help for this screen](#)

Defense Travel System
 A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Distributions Preview Other Auths. Pre-Audit Digital Signature

[RETURN TO LIST](#)

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

[Submit Completed Document](#)

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Eric T West	0

Document History

Status	Date	Time	Name	Remarks
CREATED	06/01/15	0805	Eric T West	

[View Reasons for Audit Failures](#) [View Adjustments](#)

Proceed to the following page: [Continue](#)

Figure 3-15: Digital Signature Screen

If the reservation requests have not yet been emailed to the TMC, a pop-up message displays when you try to sign the group authorization. This message asks if DTS should send the request e-mail to the CTO.

1. Select **OK** to send the email.
 -OR-
 Select **Cancel** to sign the group authorization without sending an email through DTS.

If you select **OK**, the CTO Email screen opens.

The CTO Email screen is described below:

Traveler Preferences. This link opens a screen that displays contact and form of payment information for each traveler in the group authorization.

Email Status. The Email Status radio buttons default to a selection based on the status of the document. If the email has already been sent, the date when it was sent displays next to the type of email. Listed below are the types of emails that can be sent to the TMC referencing reservations for the group of travelers:

- **Last Request Email.** This email submits the group travel information to the TMC. It includes the arrangements requested (i.e., air, car rental, lodging); total number of travelers; name of each traveler; and the point of contact (POC) name and information.
- **Approval Email Sent.** Once the AO approves the group authorization, DTS sends an approval email to the TMC giving permission to ticket the reservations. The TMC sends an email to the POC with information about the booked reservations.
- **Cancel Email Sent.** This button is only available after the first Request email has been sent. If you select this button, the process will change the **Send Request** button to a **Cancel Email** button. If an AO sends the cancellation email, DTS sends a copy of the email to the POC. Likewise, when the email is sent the AO receives a copy.

The Point of Contact section includes information about you.

2. You can change the **Name**, **Phone**, and **Email address** of the POC whom the TMC may contact, if different from the information displayed.
3. Complete the **CTO Group ID** field if the TMC has provided a group identifier number.
4. Complete the **Comments** field with information helpful to the TMC when booking the reservations. (For example, “*We need to book a van since the group will ride in one vehicle.*”) All email types allow the addition of general comments.

Note: If the document contains air travel, the TMC requires your Secure Flight Passenger Data (SFPD) to make reservations. This information includes each traveler's full name, date of birth, gender, Redress number (if applicable), and Known Traveler Number. The full name must be a close match to the Government-issued identification (e.g., driver's license, passport) the traveler will use at the airport.

5. Select **Send Request Email** to send the reservations request to the TMC.

The request email contains a summary of the reservations you made (air, hotel, etc.). None of these email summaries are editable. Below is a list of information that displays in each summary:

- **Air Travel.** For each air leg; airline name, flight ID, departure airport, departure date and time, arrival airport, arrival date and time, total cost, and comments.
- **Lodging.** For each hotel; hotel name, location, check-in date, check-out date, total cost, and comments.
- **Rail Travel.** For each rail leg, the summary follows the same format as the air travel summary.

- **Rental Car.** For each vehicle; rental company name, car class, pick-up date and time, drop-off date and time, pick-up location, total cost, and comments.
- **Ticketed Transportation.** For each ticketed transportation record in the group authorization; type, description, ticket number, departure date, total cost, and comments.
- If your group authorization contains unidentified travelers, a pop-up message informs you, and DTS will not send the email.

6. Select **Traveler Preferences** near the top of the screen.

The Traveler Preferences screen opens. The Traveler Preferences link and screen will not display if either of the following is true:

- There are unidentified travelers in your group authorization (e.g., you have indicated five people will travel, but only four names are listed).
- The TMC email address is not included with the pseudo city code data in the profile.

7. Select **Print Travel Preferences** and fax it to the TMC to identify the form of payment for every ticket. Close the group authorization without signing until the TMC replies with the actual cost.

Note: If the TMC responds with costs that are the same as the preferred reservations, open the document and apply the **SIGNED** stamp. If there are changes to the costs, update the Group Authorization as explained in Section 3.2.8, before you apply the **SIGNED** stamp.

If the TMC response states that the booked reservations have resulted in a cost that is different from the original request, these new costs must be entered. It is important to make all changes so that you can correctly distribute expenses among the travelers.

Note: To attach the TMC's response to the document by using the Substantiating Records feature, see Chapter 2, of this manual.

1.10.6 Update Costs

If you need to amend costs after the AO has approved the authorization, you will need to create an *amendment*.

The list below illustrates your steps to edit reservation costs in your authorization. For more information about amendments, see Chapter 7 of this manual.

You will need to access the authorization. Once you do, the Preview Trip screen opens (Figure 3-12). For changes to air or rail reservation costs:

1. Select **Edit** next to the flight or rail reservation on the Preview Trip screen.
2. Select **Change** next to the reservation on the Trip Summary screen.
3. Change the **Ticket Value** field on the Edit Ticketed Information screen.

4. Select **Save**.

For changes to lodging reservation costs:

1. Select **Edit** on the Per Diem Entitlements screen.
2. When the Per Diem Entitlements screen opens, select the dates the lodging costs will affect. In the **Lodging** field enter the total cost for all travelers. Select **Save These Entitlements**.

For changes to rental car reservation costs:

1. Select **Edit** in the Expenses section for Non-Mileage.
2. Update the cost for an existing rental car expense.
-AND/OR-
Add a **Commercial Auto-TAD/TDY** expense and enter the correct cost.
3. Select **Save Expenses**.

When you receive a response from the TMC, upload and attach it to the authorization. Attachments can be viewed using the Substantiating Records screen.

Begin the Review/Sign process.

The final step submits your request to the TMC. The TMC books the reservations for the entire group, then emails the confirmed reservation and cost information to you.

When you receive the confirmed reservations and cost information from the TMC, adjust the costs.

2 GROUP AUTHORIZATIONS FOR 10 OR MORE TRAVELERS

Local business rules may require that the Transportation Officer (TO) handle transportation arrangements for groups of 10 or more. In this case, the group authorization should be created by following the below process:

1. Confirm that a routing list is set up to route the group authorization to the TO if the group exceeds nine travelers. See *DTA Manual*, Chapter 5, Section 5.6.2.3, Conditional Routing.
2. Create the authorization, enter all known expenses, and sign the document.
3. DTS routes the group authorization to the TO to enter transportation costs.
4. You or someone on the routing must distribute the costs before the AO may approve the authorization.
5. The TO applies the REVIEWED GROUP AUTH stamp.
6. The group authorization routes to the each reviewer on the routing list.

7. TheAO reviews and approves the group authorization.

If the TO or the AO identifies any issues or problems with the information, they may change the information or stamp the document RETURNED. This action will route the group authorization back to you for correction.

Note: If no conditional routing exists for group authorizations that have 10 or more travelers, you may contact the TO outside of DTS to obtain reservations and costs for your TDY travel. You will enter the travel costs and complete the authorization as explained in Chapter 2, Section 2.6.6 of this manual.

3 TRAVELER MANIFEST REPORT

DTS can generate a manifest (list of travelers) for the group. You can set up the manifest, excluding names of certain travelers in the group. Selecting the box in the Exclude column allows you to retain the traveler on the group authorization, but removes the name from the manifest. If you do not have group access to an individual traveling with you, the SSN of the individual is masked on the document.

Beginning on the Group Authorizations/Travel Orders screen (Figure 3-16), follow the below steps to run a Traveler Manifest report.

Logged In As: [Eric T West](#)
 Traveler Name: [Eric T West](#) Document Type: Group Authorization Screen ID: 1001.2 [Close Window](#) [Help for this screen](#)

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[View Authorizations / Orders](#) [View Vouchers](#) [View Local Vouchers](#)

Group Authorizations / Travel Orders

Below is a list of group travel authorizations / orders. Please select the function (edit, print, etc.) corresponding to the appropriate group authorization / order.

✚ [Create New Group Authorization / Order](#)

Existing Group Authorizations / Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Lock Group	Amend
EWSHEPPARDAFB062215_G01	06/22/15	APPROVED	002RFX	✚ view	✚ print		
EWTRAVISAFBCA051412_G01	05/14/12	PAY PROCESS IGNORE	001C1L	✚ view	✚ print	✚ Lock Group	✚ amend
EWTRAVISAFBCA042512_G01-01	04/25/12	CREATED	001C1C	✚ edit	✚ print	✚ remove	
↑ EWTRAVISAFBCA042512_G01		PAY PROCESS IGNORE		✚ view	✚ print		

Figure 3-16: Group Authorizations/Travel Orders Screen

1. Select the appropriate document name. (You can only select the document if the AO has stamped it **APPROVED**.)

The Group Authorizations/Group Traveler list screen opens.

2. Select **Print Manifest**.

The DTS Traveler Manifest screen (Figure 3-17) opens.

DTS Traveler Manifest	
Group Authorization - EWSHEPPARDAFB062215_G01	
Report Run Date: 06/01/2015	
Contact Information:	
Name:	West, Eric
Title/Rank:	ME-06
Organization:	DTMOCS
Military Branch of Service:	U.S. Marine Corps
Service/Agency:	United States Marine Corps
Duty Station:	
Duty Station Phone Number:	703-555-1212
Itinerary:	
Start Location/Start Date:	RES: Warrenton, VA - 06/22/2015
TDY End Location/TDY End Date:	RES: Warrenton, VA - 06/30/2015
Trip Type:	AA-ROUTINE TDY/TAD
Trip Purpose:	TRAINING ATTENDANCE
Trip Duration:	8 Days
Traveler Information:	
Name:	ARMYA, HELEN
SSN:	###-##-8224
Gender:	Female
Organization:	PTMSARNG
Title/Rank:	MO-05
Military Branch of Service:	Army National Guard
Service Agency:	United States Army
Duty Station:	USPFO-MS
Duty Station Phone Number:	601-313-1500
Name:	WEST, ERIC
SSN:	###-##-9673
Gender:	Male
Organization:	TFZ161ARV
Title/Rank:	ME-05
Military Branch of Service:	U.S. Air Force
Service Agency:	United States Air Force
Duty Station:	SKY HARBOR IAP
Duty Station Phone Number:	987-654-3210
Name:	Washington, George
SSN:	###-##-8944
Gender:	Male
Organization:	PTOMC
Title/Rank:	ME-07
Military Branch of Service:	U.S. Army
Service Agency:	Defense Legal Services Agency
Duty Station:	
Duty Station Phone Number:	7035551234
Name:	West, Eric
SSN:	###-##-9743
Gender:	Male
Organization:	DTMOCS
Title/Rank:	ME-06
Military Branch of Service:	U.S. Marine Corps
Service Agency:	United States Marine Corps
Duty Station:	
Duty Station Phone Number:	703-555-1212

Figure 3-17: Traveler Manifest Report

The manifest displays:

- Title and Document Name
- Report Run Date
- Contact Information (taken from the profile of the primary traveler):
 - Name
 - Title / Rank
 - Organization
 - Military Branch of Service
 - Service/Agency
 - Duty Station
 - Duty Station Phone Number

Itinerary:

- Start Location/Start Date
- End Location/End Date
- Trip Type
- Trip Purpose
- Trip Duration

Traveler Information:

- SSN (first five digits masked)
- Gender
- Organization
- Title/Rank
- Military Branch of Service
- Service/Agency
- Duty Station
- Duty Station Phone Number

4 AMEND A GROUP AUTHORIZATION

When the AO approves the group authorization, individual authorizations spawn, each with its own travel authorization number. DTS spawns one view-only individual authorization for each traveler in the group. Travelers can view their own individual authorizations in DTS, but you (or NDEA) can amend the group authorization. Once approved, amendments to the group authorization update all of the individual authorizations. This can occur until the group authorization is locked.

When you lock the group authorization DTS allows no more amendments to the document. The travelers can edit their own individual authorizations. If no amendments are necessary, the traveler may create and submit the voucher from the authorization after the trip is completed.

Note: If you need to amend reservations, you cannot use the Travel module. You must contact the TMC or TO (e.g., telephone, email, or fax) to change appropriate reservations.

4.1 Amend the Group Authorization

You may make amendments to your group authorization before locking it. You should make all changes that will affect all travelers in the group before you lock the authorization. If the authorization is locked and an amendment becomes necessary, the change must be made in each individual's authorization separately.

Once the AO approves the group authorization, you cannot make these types of amendments to it:

- Changing the routing list
- Adding travelers

Beginning on the Group Authorizations/Travel Orders screen, follow the below steps to amend the group authorization:

1. Select the **amend** link.

The Create Amendment screen opens (Figure 3-18).

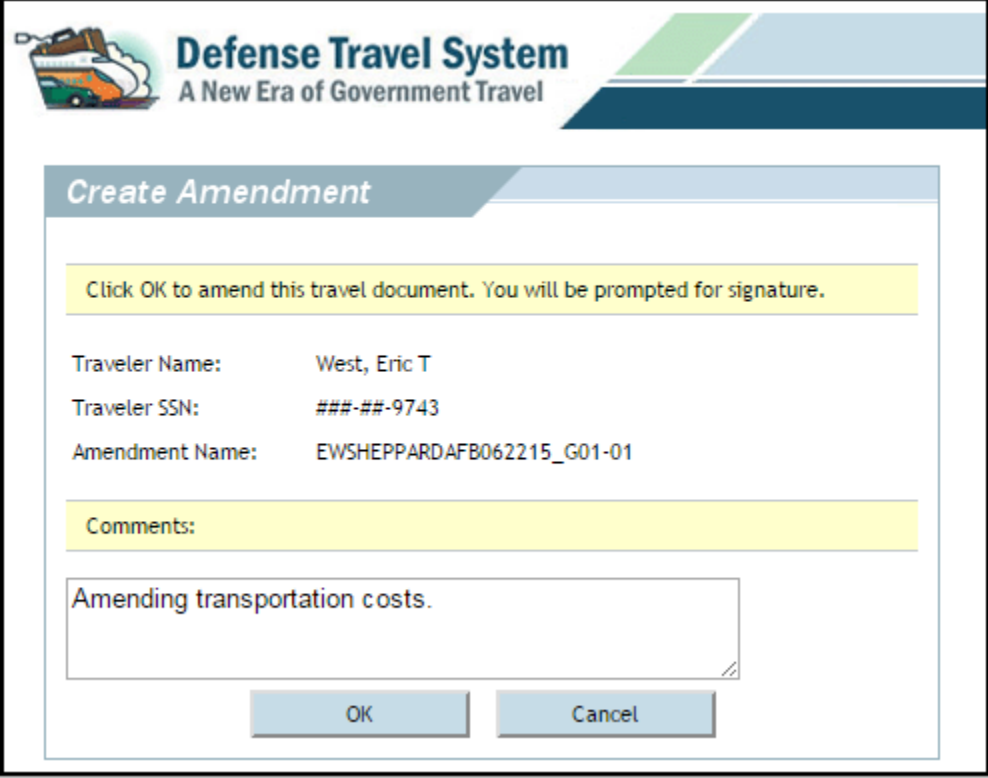


Figure 3-18: Create Amendment Screen

2. (Optional) Complete the **Comments** box with your justification.
3. Select **OK**.

The Digital Signature Login window appears.

4. Complete the **PIN** field.
5. Select **OK**.

The Preview Trip screen opens (Figure 3-19).

Preview Trip			
<p>Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.</p> <p>DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum</p>			
Reference Information			
Reference:	<input type="text"/>		
Document Comments			
Comments to the Approving Official:	<div>Amending transportation costs.</div>		
Comments from the Travel Agent:	<input type="text"/>		
<p>The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.</p>			
Other Trip Information			
Trip Type:	AA-ROUTINE TDY/TAD		
Trip Purpose:	TRAINING ATTENDANCE		
Trip Description:			
Conference/Event Name:	Not Applicable		
Overall Starting Point Time Zone: EST (06)			
Itinerary: Edit	Leave From:	Warrenton,VA	
	Leave:	22-Jun-15	
Location 1 - SHEPPARD AFB,TX Time Zone: CST (07)			
Itinerary: Edit	Leave From:	SHEPPARD AFB,TX	
	TDY/TAD Location:	SHEPPARD AFB,TX	
	Arrive:	22-Jun-15	
	Leave:	30-Jun-15	
DoD Lodging:	Reserved:	Yes	
	Non-Availability Number:		
	Cancellation Number:		
Air Travel: View	Carrier:	American Airlines	Comments to the Travel Agent:
Location 1 - SHEPPARD AFB,TX Time Zone: CST (07)			
Itinerary: Edit	Leave From:	SHEPPARD AFB,TX	
	TDY/TAD Location:	SHEPPARD AFB,TX	
	Arrive:	22-Jun-15	
	Leave:	30-Jun-15	
DoD Lodging:	Reserved:	Yes	
	Non-Availability Number:		
	Cancellation Number:		
Air Travel: View	Carrier:	American Airlines	Comments to the Travel Agent:
	Flight:	2387	
	Fare:	\$305.60	
	Airport Passenger facility charge included in ticket price		
	Depart:	IAD-Washington Dulles International Apt 22-Jun-15 05:28AM	
	Arrive:	22-Jun-15	
	Leave:	30-Jun-15	
DoD Lodging:	Reserved:	Yes	
	Non-Availability Number:		
	Cancellation Number:		
Air Travel: View	Carrier:	American Airlines	Comments to the Travel Agent:
	Flight:	2387	
	Fare:	\$305.60	
	Airport Passenger facility charge included in ticket price		
	Depart:	IAD-Washington Dulles International Apt 22-Jun-15 05:28AM	
	Arrive:	DFW-Dallas/Fort Worth Intl Apt 22-Jun-15 07:40AM	
	Method Of Reimbursement:	GOVCC	
	No. of Travelers:	5	
	Undistributed Amount:	\$57.50	
	Distribution Method:	Equal	

Figure 3-19: Preview Trip Screen

- If you are changing the cost of reservations, select **Edit** next to the flight, rental car, or lodging item.

The Itinerary section opens to the Per Diem Locations section. The Trip Summary section displays on the right side of the screen, showing links for removing items.

- Select **Remove** to delete an item from the group authorization.
- If you are entering amended reservation costs, enter the new cost information on the appropriate DTS screens.

Note: Any changes to the itinerary and reservations should be communicated to all travelers.

- Once you complete the amendment, proceed to the Digital Signature screen (Figure 3-15).
- Select the **Submit Completed Document as** drop-down list arrow and select **SIGNED**. This process reinitiates routing for approval.

4.2 Traveler Amends Individual Authorization

Once the group authorization is locked, an amend link displays next to the individual authorization to the right of the document (Figure 3-20).

Logged In As: [Eric T West](#) Screen ID: 1001.2 Close Window
 Traveler Name: [Eric T West](#) Document Type: Group Authorization Help for this screen

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Official Travel
 Authorizations Vouchers Local Vouchers **Group Authorizations**

Current Date: 07-18-2016

Group Authorizations / Travel Orders

Below is a list of group travel authorizations / orders. Please select the function (Edit, Print, etc.) corresponding to the appropriate group authorization / order.

[Create New Group Authorization / Order](#)

Existing Group Authorizations / Orders

Show entries

Document Name	Departure Date	Status	TA Number	View / Edit	Print	Lock Group	Amend
EWBUNSWICKME080816_G01	08/08/16	PAY PROCESS IGNORE	002Z9D	View	Print	Lock Group	Amend

Showing 1 to 1 of 1 entries

Show Inactive Documents : ☐

Previous **1** Next

Figure 3-20: Authorizations/Orders Screen

You or any member of your group can make amendments to their individual documents. Follow the steps shown in Section 3.5.1 to create an amendment.

4.3 Amending an Individual Authorization

You cannot amend the group authorization once it is locked; you can only amend individual authorizations. The document name becomes a link when the group authorization is approved.

Group Locked displays to the right of the locked group authorization in the Group Authorizations/Travel Orders screen (Figure 3-21)). Beginning on the Group Authorizations/Travel Orders screen, follow the below steps to amend an authorization:

1. Select the **group authorization** link in the Sort by Document Name column.

Logged In As: [Eric T West](#) Traveler Name: [Eric T West](#) Document Type: Group Authorization Screen ID: 1001.2 [Close Window](#) [Help for this screen](#)

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[View Authorizations / Orders](#) [View Vouchers](#) [View Local Vouchers](#)

Group Authorizations / Travel Orders

Below is a list of group travel authorizations / orders. Please select the function (edit, print, etc.) corresponding to the appropriate group authorization / order.

[Create New Group Authorization / Order](#)

Existing Group Authorizations / Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Lock Group	Amend
EWSHEPPARDAFB062215_G01	06/22/15	PAY PROCESS IGNORE	002RFX	view	print	Lock Group	amend
EWTRAVISAFBCA051412_G01	05/14/12	PAY PROCESS IGNORE	001C1L	view	print	Lock Group	amend
EWTRAVISAFBCA042512_G01-01	04/25/12	CREATED	001C1C	edit	print	remove	
EWTRAVISAFBCA042512_G01		PAY PROCESS IGNORE		view	print		

Figure 3-21: Group Authorizations/Travel Orders Screen

The Group Authorizations/Group Traveler List screen opens.

If you do not have group access to a traveler in your group authorization, the view/edit, amend, and print links will not be available. See Table 3-2 for a description of the columns.

Table 3-2: Group Authorization/Group Traveler List Screen Description

GROUP AUTHORIZATION/GROUP TRAVELER LIST SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Exclude	Column contains boxes used to exclude the traveler's name from the Traveler Manifest. Does not remove a traveler from a group authorization.
Traveler	The names of the travelers included on the group authorization.
Document Name	Column header for the names of the group authorization or the generated authorizations.
Status	Column header for the name of the last stamp that was applied to each document.
TA Number	Column header for the travel authorization number for each traveler's document.
View/Edit	Column contains one of two links used to open the document. If <i>view</i> displays, the user may only view the individual authorizations. If <i>edit</i> displays, the user may edit the document if it has been signed by the traveler.
Print	Column contains the link used to print a copy of the traveler's individual authorization.
Release	Column contains the link that allows the AO to remove a traveler from a group authorization once it is locked.
Amend	Column contains the link used to initiate changes to the individual authorizations after the document has been stamped APPROVED.
VCH	Identifies whether or not a voucher has been created for an authorization. The letter "Y" displays if a voucher has been created.
Return to Doc List	Button used to return to the Group Authorization / Travel Orders screen.
Print Manifest	Button used to display the Traveler Manifest Report (Section 3.4).

1. Select **amend** to the right of the corresponding traveler's document to create an amendment.

The Create Amendment screen opens (Figure 3-19).

2. (Optional) Enter a reason for the amendment.
3. Select **OK**.

The Digital Signature Login window appears.

4. Complete the **PIN** field
5. Select **OK**.

The Preview Trip screen displays (Figure 3-12).

6. Make all necessary edits to the authorization.
7. Apply the **SIGNED** stamp to reinitiate routing for approval.

5 REMOVE OR RELEASE A TRAVELER FROM A GROUP AUTHORIZATION

Before AO approval, you may remove a traveler from the group authorization. Access the Group Authorizations/Group Traveler List screen.

1. Select **remove** to the right of traveler's name.

A message displays requiring a confirmation that a traveler is to be removed from the group authorization.

2. Select **OK**.

After AO approval, a traveler must be released from the group authorization. Once released, DTS disassociates the traveler from the group authorization and automatically makes the traveler's individual authorization available for editing. When DTS disassociates a traveler's individual authorization, it is no longer updated by amendments made to the group authorization and obligations are no longer submitted. Once the individual authorization is available for editing, the traveler can amend, create a voucher, or cancel the individual authorization as needed.

Beginning on the Group Authorizations/Travel Orders screen, follow the below steps to release a traveler from the group authorization.

1. Select the **document name** link for the group authorization from which the traveler is to be released.

The Group Authorizations/Group Traveler List screen opens.

2. Select **Release** to the right of the name to be removed from the group authorization.

Once selected, the word *Released* displays in the Release column. This is not a link.

Once a traveler is released, DTS sends an email to the traveler. The email informs the traveler their document has been released from the group authorization. The email also states that if changes are required, the traveler must amend the individual authorization.

6 LOCK THE GROUP AUTHORIZATION

Once the AO has approved all amendments, you may lock the group authorization. This action makes the individual authorizations editable. The travelers may amend their own individual authorizations and create vouchers.

If you do not lock the group authorization, DTS will automatically lock it three days after the trip end date. This automatic lock date is scheduled to occur after the trip end date in case it is necessary to amend the entire group authorization after the trip. This reduces the likelihood that each traveler will have to make individual amendments.

However, if the group authorization includes requests for SPPs, the group authorization must be locked in a timely manner. This allows each traveler to amend their individual authorization and request SPPs.

Beginning on the Group Authorizations/Orders screen, follow the below steps to lock the group authorization:

1. Select **Lock Group** to the right of the corresponding document name (Figure 2-22).

Defense Travel System
A New Era of Government Travel

[View Authorizations / Orders](#) [View Vouchers](#) [View Local Vouchers](#)

Group Authorizations / Travel Orders

Below is a list of group travel authorizations / orders. Please select the function (edit, print, etc.) corresponding to the appropriate group authorization / order.

[Create New Group Authorization / Order](#)

Existing Group Authorizations / Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Lock Group	Amend
ECUNK28120940805	N/A	CREATED		edit	print	remove	
<u>ECCAMPENDLE021510_G01-01</u>	02/15/10	PAY PROCESS IGNORE	00089I	view	print	Group Locked	

Figure 3-23: Group Authorizations/Travel Orders Screen

A pop-up message appears informing the user that the document will be locked and cannot be amended further.

2. Select **OK**.

The Lock Group link changes to Group Locked and is no longer a link.

7 CANCEL A GROUP AUTHORIZATION

Until the group authorization is locked, you may create an amendment to cancel it.

When the AO applies the CANCELLED stamp to the group authorization, DTS cancels the individual authorizations automatically.

If you cancel the trip after the group authorization has been locked, each of the travelers' individual authorizations will have to be cancelled one at a time. Use the **Trip Cancel** link as described in Chapter 10 of this manual.

CTO-disabled sites should refer to their local business rules to cancel any reservations.

Note: If the group authorization contains a CTO fee, the CANCELLED stamp will not be available for the AO to select. You must create a voucher to receive reimbursement for any incurred expenses or SPPs that were submitted or paid.

7.1 Cancel a Group Authorization That Has Not Been Locked

Beginning on the Group Authorizations/Travel Orders screen, follow the below steps to cancel a group authorization that has not been locked.

If the group authorization has not been approved, follow the steps below. If the group authorization has been approved, follow Steps 1 through 4 in Section 4.1, then proceed to Step 6, 9, or 13 in this section as appropriate.

1. Select **view/edit** next to the document to be cancelled.

The View-Only prompt opens.

2. Clear the **Open Document VIEW-ONLY** box.

3. Select **OK**.

The Digital Signature Login window appears.

4. Complete the **PIN** field.

5. Select **OK**.

The Preview Trip screen opens (Figure 3-12).

If you have confirmed reservations, proceed to the next step. If you did not make any reservations but expenses were incurred or added to the group authorization, proceed to Step 9. If you did not make any reservations and expenses were not added to the group authorization or incurred, proceed to Step 13.

6. Select **Travel** on the navigation bar.

The Trip Summary screen opens.

7. Select **Cancel** for each reservation that displays on the screen. Select **OK** on each cancellation confirmation pop-up window.

Important: A lodging cancellation confirmation number must be obtained to ensure that a no-show fee is not charged. If the TMC does not provide a lodging cancellation confirmation number, it becomes the traveler's responsibility to contact the lodging facility directly to obtain one.

If the authorization contains information for tickets booked outside of DTS, select **Add New Ticketed Transportation** (in the bottom right hand corner of the screen), or select **Other Transportation** on the subnavigation bar. When the Other Trans. screen opens, select **Remove** in the Trip Summary on the right side of the screen. Select **Summary** on the subnavigation bar to return to the Trip Summary screen.

8. Select **Save and Continue**.

If expenses were incurred or added to the group authorization, proceed to the next step, if no expenses were incurred or added to the group authorization, proceed to Step 13.

9. Select **Expenses** on the navigation bar.

The Non-Mileage Expenses screen opens. The Expenses Summary displays the expenses on the right side of the screen.

10. Select **Remove** for each expense that was not incurred. Only retain expenses that need to be reimbursed (e.g., a paid fee).
11. Select **Mileage** on the subnavigation bar and remove any mileage expenses that have not been incurred.
12. Select **OK**.
13. Select **Itinerary** on the navigation bar.
The Trip Overview screen opens.
14. Select **Edit** in the Location 1 box.
The Per Diem Locations screen opens.
15. Select the **Departing On** calendar and select the same date displayed in the **Arriving On** field.

Note: Do not use the **Remove** link during the cancellation process. The per diem entitlements are cancelled when the **Arriving On** and **Departing On** dates become the same.

16. Select **Save Changes**.
17. Select **OK**.
The Trip Overview screen refreshes.
18. Select **Edit** in the Overall Ending Point box.
19. Select the **End Date** calendar and select the **same date** displayed in the Start Date field.
20. Select the **12 Hours or Less** radio button under Trip Duration. This ensures that no per diem allowances are paid to the travelers.
21. Select **Proceed to Per Diem Locations**.

A pop-up message displays to inform the user that the per diem entitlements have been updated to reflect the changes in the date.

22. Select **OK**.

The Per Diem Locations screen refreshes.

23. Select **Expenses** on the navigation bar.
24. Select **Per Diem Entitlements** on the subnavigation bar.

The Per Diem Entitlements screen opens. Confirm that lodging and M&IE are equal to zero.

25. Select **Review/Sign** on the navigation bar.

The Preview Trip screen opens (Figure 3-12).

If the group authorization includes SPPs, scroll down and select the **Edit** link next to Scheduled Partial Payments. Select **Cancel Scheduled Partial Payments**, and select **Continue** to return to the Preview Trip screen.

26. Complete the **Comments to Approving Official** field with the appropriate cancellation and expense information:

If there were no expenses, then enter: *Trip was cancelled - no expenses incurred.*
-OR-

If there were expenses, then enter: *Trip was cancelled - expenses were incurred.*

27. Scroll down the Accounting Summary and verify that the Calculated Trip Cost is equal to the cost of expenses incurred.

28. Select **Save and Proceed to Other Auths** at the bottom of the screen.

The Other Authorizations screen opens (Figure 3-13).

29. Select **Pre-Audit** on the subnavigation bar.

The Pre-Audit Trip screen opens (Figure 3-14).

30. Ensure that all preaudit flags are justified.

31. Select **Save and Proceed to Digital Signature**.

The Digital Signature screen opens (Figure 3-15).

32. Select the ***Submit this Document as** drop-down list and select **SIGNED**.

33. Select **Submit Completed Document**.

The Digital Signature Login window appears.

34. Complete the **PIN** field.

35. Select **OK**.

If no expenses were incurred, DTS sends an email to the traveler when the AO stamps the document CANCELLED.

If expenses were incurred, you must create a voucher to receive reimbursement after receiving email notification that the AO approved the group authorization.

8 Helpful Resources

<i>Guides</i>	
Guide Title	URL
DTS Guide 1: Getting Started	http://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Getting_Started.pdf
DTS Guide 2: Authorization	http://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf
DTS Guide 3: Voucher	http://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf
DTS Guide 4: Local Voucher	http://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf
DTS Guide 5: Group Authorization	http://www.defensetravel.dod.mil/Docs/DTS_Guide_5_Group_Authorization.pdf
Desktop Guide for Authorizing Officials	https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf
Special Circumstances Travel Guide	http://www.defensetravel.dod.mil/Docs/Special_Circumstances_Travel_Guide.pdf

Information Papers & Trifolds	
New Document Title	URL
DTS Overview information Paper	http://www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf
DTS Trip Template Information Paper	http://www.defensetravel.dod.mil/Docs/Trip_Template_Information_Paper.pdf *
Import/Export Trifold or Information Paper	https://www.defensetravel.dod.mil/Docs/Training/TrilEAuth.pdf http://www.defensetravel.dod.mil/Docs/Import_Export_Information_Paper.pdf *
Permissive travel Information Paper	http://www.defensetravel.dod.mil/Docs/Permissive_Travel_Information_Paper.pdf *
Dependent travel Information Paper	http://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf *
Renewal Agreement Travel Information Paper	http://www.defensetravel.dod.mil/Docs/Renewal_Agreement_Travel_Information_Paper.pdf *
Adjustments & Amendments Trifold & Information Paper**	https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf http://www.defensetravel.dod.mil/Docs/Adjustments_&_Amendments_Information_Paper.pdf *
Self-Approving Official Information Paper	http://www.defensetravel.dod.mil/Docs/Self-Approving_Official_Information_Paper.pdf *
Foreign Military Sales Guide	http://www.defensetravel.dod.mil/Docs/Foreign_Military_Sales_Information_Paper.pdf *
Constructed Travel Worksheet (CTW) Instructions or Information Paper **	Instructions for Authorization CTW: https://www.defensetravel.dod.mil/CnstTvl/CT_Authorization_Instructions.pdf Instructions for Voucher CTW: https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf http://www.defensetravel.dod.mil/Docs/Constructed_Travel_Information_Paper.pdf *
Cancellation Procedures Trifold, Information Paper**	https://www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Trifold.pdf http://www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf *
* Available upon publication. ** Web-based training module is also available in Travel Explorer (TraX) at www.defensetravel.dod.mil/passport	